It's OK to say "no"

Did you know it's okay to say "no" if you feel drained and exhausted because you may have volunteered too often or just overbooked yourself? It's okay to back out, gracefully, of course. "This no longer works for me…" is a statement to use to relinquish some responsibilities that we may have over committed to or do not want to volunteer to do in the future. When doing this you are also teaching others it's okay to take care of yourself.